

**Duties and responsibilities**Professional Expertise

1. Instructs participants in fundamental skills, training and strategies necessary to compete or achieve results in the specific activity
2. Has strong knowledge of the specific activity: the rules, policies, and any regulations; demonstrates appropriate role as an advisor
3. Upholds the dignity, honor and integrity of an adult leader of students

Personal Behavior

1. Students will receive instruction and guidance that will lead to positive values, acceptable behavior, and self-discipline
2. Advisor will exhibit responsible conduct both in and out of the activity area
3. Advisor will promote respect, fairness, and graciousness in winning or losing

Community/Parent relationships

1. Organizes effective pre-season parent meeting that communicates the activity program and District philosophy
2. Holds an awards or end-of-season banquet at the culmination of the activity
3. Maintains clear and open lines of communication with student participants
4. Communicates to participant's parents if concerns arise regarding participant's academic or emotional issues

Other responsibilities

1. Monitors activity area before and after the activity until the last student participant has been picked up
2. Develops in each participant a respect for school property and its care
3. Uses appropriate language and behavior
4. Respects the dignity of each participant as an individual

5. Promotes among participants circumstances that gives each participant the opportunity to reach his/her full potential.
6. Promotes time demands that acknowledge the primary importance of each participant's academic and family responsibilities
7. Promotes a solid sense of team membership
8. Reflects in his/her advising the best and most recent thinking/strategies of the activity
9. Is available to parents at mutually convenient times
10. Works with other school personnel, guidance, teachers, administrators, etc. to guarantee the best interests of each student participant

APPROVED: 06/03/13